Freezing row and column titles

Freezing row and column titles
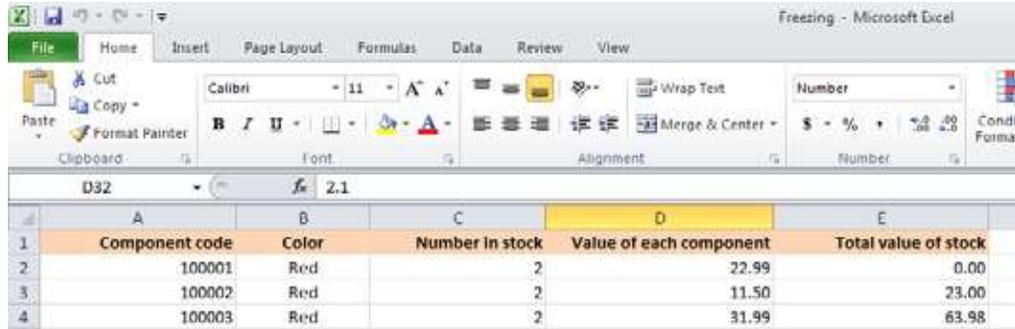
- Open a workbook called **Freezing**.

- Scroll down through the data and you will see that the title row, which contains a description of each columns contents, scroll out of sight. This makes it difficult to remember what the data in each column represents, if you cannot see the column title row.
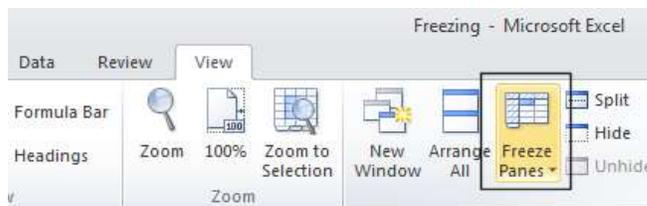

- Make sure that you can see the title row displayed, as illustrated.

- To freeze the top row so that it remains in sight at all times, click on the **View** tab and from within the **Window** group on the Ribbon, click on the **Freeze Panes** command.
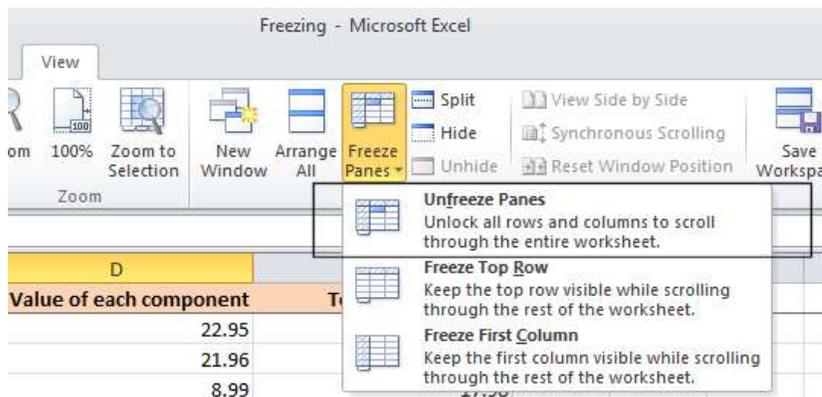
- From the drop down list displayed, click on the **Freeze Top Row** command.
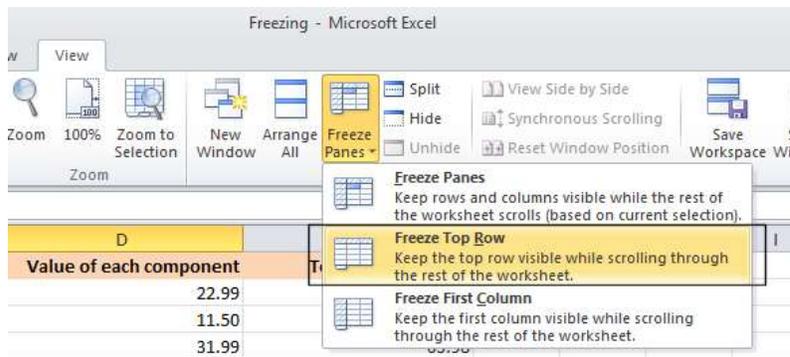
- Scroll down through the data. As you can see the top row stays visible at all times now.

- To unfreeze the top row, click on the **View** tab and from within the **Window** group on the Ribbon, click on the **Unfreeze Panes** command.

TIP: You can use the same technique to freeze the first column, so that when you scroll to the right it is always visible. To do this you would select the **Freeze First Column** command.
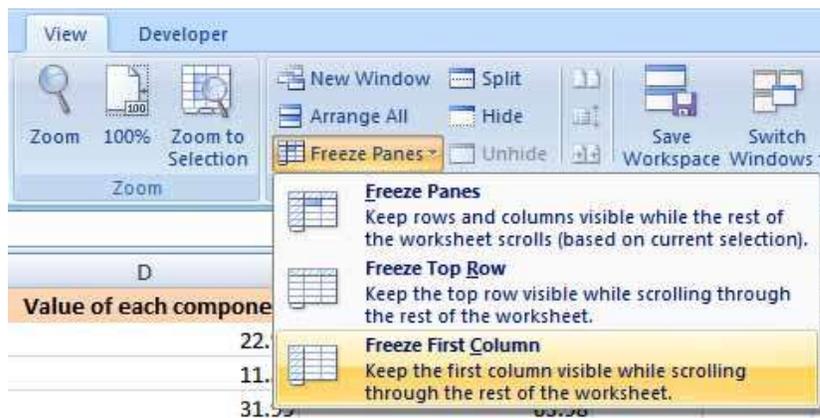
- Save your changes and close the workbook.